

SAFE ROUTES TO SCHOOL

Idaho Program Manual

2008/09 Funding Cycle



This manual was developed by the Idaho Transportation Department. It is intended to guide Safe Routes to School funding recipients through the project design and approval process, and to clarify the requirements for reimbursement through the Idaho Safe Routes to School program. **The contents of this manual are subject to change. Please refer to www.itd.idaho.gov/SR2S to ensure that you have the most up-to-date information.**

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IDAHO SAFE ROUTES TO SCHOOL PROJECT DEVELOPMENT AND APPROVAL PROCESS

The Safe Routes to School (SR2S) Program was created under Section 1404 of the Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). The purpose of the Safe Routes to School Program is to:

- (1) Enable and encourage children in grades K-8, including those with disabilities, to walk and bicycle to school.
- (2) Make bicycling and walking to school a safer and more appealing transportation alternative, thereby encouraging a healthy and active lifestyle from an early age.
- (3) Facilitate the planning, development and implementation of projects and activities that will improve safety and reduce traffic, fuel consumption and air pollution in the vicinity of schools.

Idaho receives one million dollars per year from the Federal Highway Administration for this program. The SR2S legislation in SAFETEA-LU requires the State of Idaho to adhere to U.S. Code Title 23. Thus, SR2S projects must comply with applicable federal provisions (49 CFR) to qualify for 100-percent reimbursement of the projects funds expended.

This manual outlines the procedures that must be followed to ensure awardees will be properly reimbursed when their SR2S projects are completed.

Additional information regarding the SR2S program may be found on the Idaho Transportation Department (ITD) Web site at <http://itd.idaho.gov/SR2S/>.

Step 1: Contact local ITD District Office

Following the official notification of your funding award, infrastructure project sponsors must arrange a pre-project conference with the ITD District Safe Routes to School contact to review the:

- Project location
- Concept Report
- Environmental Evaluation
- Right of Way
- Materials Design Summary or appropriate Materials Phase Reports
- Design standards that must be used

All Safe Routes to School district contacts are listed on Page 75 of this document.

Concept Report

The original Concept Report (0190) submitted with the application may be appended at this point to help maximize the funds available. Once the Concept Report is approved, a Concept Approval form (0783) will be signed by the District Engineer.

Environmental Evaluation

Since the SR2S program is a federal-aid program, all projects (both infrastructure and non-infrastructure) must be in compliance with the National Environmental Policy Act (NEPA). In most cases, a Categorical Exclusion may be filed. Categorical Exclusions are "a category of actions which do not individually or cumulatively have a significant effect on the human environment . . .and for which, therefore, neither an environmental assessment nor an environmental impact statement is required."

NEPA environmental review requirements may be met by completing a Categorical Exclusion, an Environmental Assessment (EA) or an Environmental Impact Statement (EIS). Due to the typical costs encountered in preparing an EA or an EIS, only projects that meet the requirements of a Categorical Exclusion shall be considered for the Safe Routes to School program.

The applicant shall meet with the District Environmental Planner prior to completing the application in order to have assurance that the project will meet Categorical Exclusion requirements. At that time an ITD 654 form must be completed and signed by the District Environmental Planner and the project Sponsor. Please keep in mind the ITD 654 form must be signed by the applicant and the District Planner, and is only a partial tool. Full NEPA compliance must be met by the applicant.

To get the necessary environmental clearance after the application has been accepted, you likely will also need to submit the following environmental forms:

0757 – Concept Report Approval
0652 – Hazardous Material Report
1502 – Determination of Significance and Effect for cultural resources
2874 – NPDES Storm Water Checklist

The initial contact with the District office should clarify which forms will be needed and how extensive the environmental review must be.

It is necessary to obtain a Categorical Exclusion of all non-infrastructure (education and encouragement activities) projects or the non-infrastructure aspects of a SR2S project. A letter describing the education and encouragement activities shall be submitted with the application. An example of the type of letter is shown on Page 34 of this manual. Upon execution of the State/Local Agreement by ITD, the SR2S coordinator will forward a copy of the letter to ITD Headquarters Environmental Section for environmental approval and the approved letter will be forwarded by Headquarters to FHWA for their files. A copy of the letter and the environmental approval form will be returned to the SR2S coordinator.

Right-Of-Way

Each project must have the right-of-way established and certified by submitting the Local Public Agency's Certificate of Right-of-Way Activities form (1983).

Materials

Materials Phase reports are only required for projects on the National Highway System impacting the roadway prism and any structural improvements such as bridges or bridge extensions, cantilever sign, traffic signals, luminaires. For projects on the NHS not impacting the roadway prism and projects not on the NHS only a Materials Design Summary Form is required. A definition of the roadway prism is included in Step 2.

Step 2: Design your project

Project development and engineering plans can begin at any time, as this is not a reimbursable expense. Projects funded by the SR2S program must follow specific design standards. Standard drawings for a wide range of infrastructure projects are available free of charge.

Sidewalks and other incidental facilities must be designed using ITD's standards. With ITD's approval, facilities constructed outside the "roadbed," such as a separated bicycle/pedestrian paths, may be designed using the sponsor's standards or the Idaho Standards for Public Works Construction Manual. Program funds cannot be used for fluorescent green paint on or off the National Highway System.

Projects ON the National Highway System (NHS) must comply with ITD's design standards for all improvements impacting the roadbed. The roadbed is defined as the portion of the graded roadway upon which the sub-base, base, surfacing, pavement, shoulders, curb, sidewalks, median or other incidental facilities are constructed. Pedestrian and traffic signal projects are considered improvements within the roadbed. Appropriate Materials Phase reports shall be completed and approved.

Outside the roadbed, the project sponsor's design standards may be used if approved by ITD and in conformance with the Idaho Standards for Public Works Construction Manual. The design standards must comply with all federal regulations, including the Americans with Disabilities Act. Only a Materials Design Summary is required for this work unless it impacts a structure, cantilever sign, traffic signal or luminaire.

Projects OFF the NHS that are situated within the roadway prism must be designed to ITD's design standards. The roadway prism includes the area beneath the roadway surface, including shoulders but excluding curb, gutter and sidewalks. Projects beyond the roadway prism can be designed to local standards if approved by ITD. Projects can be materials tested according to the appropriate procedures outlined in Step 6 on Construction in this manual. Only a Materials Design Summary is required for this work unless it impacts a structure, cantilever sign, traffic signal or luminaire.

Resources

- The ITD Design Manual is available at <http://itd.idaho.gov/manuals/downloads/design.htm>.
- Standard drawings for sidewalk projects are available at <http://itd.idaho.gov/design/standarddrawings.htm>.
- The ITD Materials Manual and Quality Assurance Manual is available at <http://itd.idaho.gov/manuals/manualsonline.htm>.
- Information about the Idaho Standards for Public Works Construction Manual is available at <http://adm.idaho.gov/pubworks/archengr/>

Step 3: Sign State and Local Agreement

The State and Local Agreement (S/LA) is a contract between ITD and the local project sponsor. It outlines both parties' responsibilities.

Infrastructure: The S/LA is a contract that must be signed by the local authorizing officials of the agency sponsoring the project, and include the sponsor's Resolution number and date it was passed.

Non-Infrastructure: Contracts for non-infrastructure projects must be signed by the individual with authority over the organization/agency sponsoring the project.

Two originals must be returned the ITD Safe Routes to School Coordinator. Once signed, one original will be returned to the sponsor with a letter of authorization to proceed to the next step of the project.

Step 4: Prepare PS&E package

Construction projects conducive to bidding and contracting procedures must submit Plans, Specifications & Estimates (PS&E) packages to ITD Headquarters for review and approval by the Roadway Design Engineer **by June 1**.

The project's PS&E package must include:

Development Documents

- Concept Report with Approval
- Environmental Approval
- Hazardous Materials Administrative Review
- Determination of Significance and Effect
- Right-of-way Certification
- State/Local Agreement
- Materials Reports or Summary as appropriate
- Estimate

Bid Documents

- Plans & Specifications
- Bid Schedule
- Advertisement for Bids
- Proposal
- Contractor Agreement
- Special Provisions (Civil Rights, Non-Collusion Affidavit, Buy America Act, Tribal, Drug-Free Workplace)
- FHWA 1273
- Davis-Bacon Wage Determination
- License Requirements for Plumbing, Electrical and HVAC Work
- NPDES Storm Water Permit

Step 5: Bid Procedures for Political Subdivisions and All Others:

If your project includes the purchase of equipment or contractual services, you must follow state and local laws and regulations that govern your agency's procurement procedures, provided these meet federal procurement regulations, and in addition to federal requirements. All SR2S participants must comply with applicable sections of Idaho Code when procuring goods and services for SR2S projects. For political subdivisions, Idaho Code Title 67 Chapter 28 describes purchasing procedures to be followed.

The State/Local Agreement must be signed before the bidding process can begin. Please read it carefully, and remember that each step of the process must have the appropriate approvals before the next step can begin. **SR2S projects may fall under one of two categories: infrastructure or non-infrastructure.** The table below provides definitions for those categories and examples.

Infrastructure Procurement Procedures

There are no dollar thresholds for infrastructure definitions, but there are dollar thresholds for public works bidding. This is the decision matrix to be used:

- 1. Work costing less than \$25,000:**
Follow Idaho Code 67-2805.
 - Public Works contractor's license may be required (See 67-2805(1)).
- 2. Work costing more than \$25,000 but less than \$100,000:**
Follow Idaho Code 67-2805 (2).
 - Public works contractor's license required.
 - Informal bids issued to three contractors licensed in Idaho to perform public works contracts as per Idaho Code 67-5711C(6).
 - Bid documents must be written and must include:
 1. Description of work to be performed in sufficient detail to allow for understanding of the project.
 2. Method of bid submission.
 - Written objections to bid specifications are allowed.
 - Award made to the responsive bid with the lowest procurement price.
- 3. Work costing more than \$100,000:**
Follow Idaho Code 67-2805 (3).
Two alternative procedures are described. The following general procedures apply to Category A.

- Public works contractor's license required.
- Formal sealed bid process; solicitation of vendors licensed in Idaho to perform public works contracts as per Idaho Code 67-5711C(6).
- Bid documents must be written and must include:
 1. Description of work to be performed in sufficient detail to allow for understanding of the project.
 2. Method of bid submission.
 3. Date, time and place of public bid opening.
- Publication of two legal notices required.
- The political subdivision may require a 5% bid bond.
- Sealed bids are received by the due date and publicly opened at the date and time established in the bid document. Bids received are recorded on the *Record of Public Bid Opening*.
- Award made to the responsive bid with the lowest procurement price.
- Appeal procedures are described in Section (x).

Non-Infrastructure Procurement / Goods and Services Procedures

1. Goods or services costing less than \$25,000:

Follow Idaho Code 67-2803.

- Some items can be purchased from contracts that have been competitively bid by other units of government, such as the State Division of Purchasing.
- Goods or services costing less than \$25,000 are exempt from bidding.
- The procurement should be guided by the best interest of the political subdivision.
- All non-infrastructure expenditures must directly support the program's goal and must have prior approval from the SR2S coordinator.

2. Goods or services costing more than \$25,000 but less than \$50,000:

Follow Idaho Code 67-2806(1).

- Informal bids issued to three vendors.
- Informal bids must be written and must describe:
 1. Method of bid submission.

2. Date and time for bid submission.

- Award made to the responsive bid with the lowest procurement price.
- All non-infrastructure expenditures must directly support the program's goal and must have prior approval from the SR2S coordinator.

3. Goods or services costing more than \$50,000:

Follow Idaho Code 67-2806(2).

- Open competitive formal sealed bids are issued.
- Bid documents must be written and must include:
 1. Description of goods or services to be performed.
 2. Method of bid submission.
 3. Date, time and place of public bid opening.
- Publication of two separate legal notices is required.
- The political subdivision may require a 5% bid bond.
- Sealed bids are received by the due date and publicly opened at the date and time established in the bid document. Bids received are recorded on the *Record of Public Bid Opening*.
- Award made to the responsive bid with the lowest procurement price.
- Appeal procedures are described in Section (j).
- All non-infrastructure expenditures must directly support the program's goal and must have prior approval from the SR2S coordinator.

The bid procedures to be followed by political subdivisions when procuring goods, services and public works are outlined in this manual. All other processes to obligate funds must have written approval of the Federal Highway Administration.

Advertisements for bids cannot take place until the sponsor receives formal approval of the PS&E documents, contract proposal and bid proposal from ITD. Sample bidding documents are included in this document for your reference. Please contact your local ITD District SR2S contact for questions regarding this process.

A copy of all bidding documents must be provided to the ITD Safe Routes to School Coordinator. Authorization to award the contract will be issued by the ITD Roadway Design Section for projects that are conducive to bidding and contracting procedures, and by the District Engineer for all other projects.

Contracts shall be awarded to the successful low bidder in accordance with state laws only upon concurrence with ITD. A copy of the contracts must be provided to ITD in accordance with the provisions in the State/Local Agreement.

Non-Infrastructure Procurement for Non-Profit or Other Organizations

Non-profit organizations that procure supplies and other expendable property, equipment, real property and other services with Federal funds received either directly from FHWA or through a State agency must use procurement procedures consistent with those in 49 CFR 19.40 thru 19.48.

- All contracts awarded by a non-profit and its contractors must contain the procurement provisions, as applicable, in Appendix A-Contract Provisions to 49 CFR Part 19.
- It is the responsibility of the awardees to ensure procurement procedures are followed. These procedures are available on-line at this address: <http://www.fhwa.dot.gov/hep/49cfr19.htm#sec.19.40>.
- All non-infrastructure expenditures must directly support the program's goal and must have prior approval from the SR2S coordinator.

Local/Tribal Government Procurement Procedures

Local/Tribal governments that receive funds through a State agency will use procedures specified by the State [49 CFR 18.37 (a)].

Step 6: Construction and Materials Testing/Certification

Construction can begin following official notification to proceed from ITD.

During construction of the project, the Sponsor shall provide inspection services, inspection diaries, and support to the State Resident Engineer in the administration of the contract on this project.

The Sponsor shall prepare all monthly and final contract estimates and change orders, and submit to ITD for approval. During the life of the construction contract, prior approval of ITD will be obtained if it is necessary to deviate from the plans and specifications to such a degree that the scope of project and/or required work is significantly changed.

Materials Testing

The sponsor must provide for materials testing procedures as outlined in this manual.

Requirements for all projects:

- The Independent Assurance program will not apply; supersedes Quality Assurance (QA) Manual Section 300.00.
- The Life Cycle Cost Analysis will not apply; supersedes Materials Manual Section 540.00.
- Widening of the roadway will only be required to match the existing roadway section.
- Non-infrastructure projects, those without physical improvements, will not require materials acceptance or materials certification.
- For acceptance and materials certification for reimbursement of funds, QA Manual Section 200.02 & 401.00, a letter from the Sponsor to ITD indicating certification of the materials and a District Engineer Final Letter of Acceptance, will be required. The Sponsor's letter will certify the materials met the requirements of the contract. See example letter on Page 65.
- The Contractor shall test as appropriate and certify the materials to the Sponsor.

Definition of Roadway Prism: For the purpose of this manual, the roadway prism is defined as the area beneath the roadway surface, including shoulders but excluding curb, gutter, and sidewalks.

Requirements for projects on the NHS impacting the roadway prism and any structural improvements such as bridges or bridge extensions, cantilever signs, traffic signals, luminaires:

- Materials sampling and materials testing must conform to the ITD Materials Manual and the Quality Assurance Manual with Minimum Testing Requirements.

Requirements for projects on the NHS not impacting the roadway prism and projects not on the NHS:

- The minimum testing requirements will be accomplished by the contractor. Acceptance of material will be by written certification by the contractor to the sponsor.
- For laboratories and samplers/testers, A2LA and ACI will also be accepted, supersedes QA Manual Section 200.00.
- Idaho Standards for Public Works Construction (ISPWC) standards and testing may be used at the written request of the Sponsor and approval by ITD.

Please contact the ITD Assistant Materials Engineer at (208) 334-8450 if there are any questions.

Step 7: Progress Reports and Evaluation

All SR2S projects must be completed no later than two years following the date of the signed State/Local Agreement. Extensions beyond two years may be requested in writing. Concurrence must be given by the State SR2S coordinator in the form of a letter authorizing the extension.

Non-Infrastructure Progress Reports

Upon receipt of the signed State/Local Agreement, the project sponsor must complete and return periodic progress reports in the formats provided on Page 66, for the non-infrastructure portion of the project until the project is complete. Progress reports will include questions about all aspects of the project, including the School Travel Plan. Progress reports and reimbursements for the non-infrastructure activities are sent to the State SR2S coordinator using Progress Report form (0174) and Reimbursement Claim form (0188).

Non-Infrastructure Evaluation

The National Center for Safe Routes to School has developed a set of data collection forms and tools intended to help local and state Safe Routes to School programs measure and understand results. Data Collection forms and instructions are available for download at www.saferoutesinfo.org/resources under the “Evaluation” tab.

The surveys must be conducted during the first four weeks of school or as soon as possible after your State/Local Agreement has been signed to establish baseline information, and last four weeks of school to measure post-activity results. The tallies should be conducted in each classroom on two days (Tuesday, Wednesday, or Thursday only – not Monday or Friday) of one week.

Student Tally Form

This form helps measure how students get to school and identify changes in student travel behavior to and from schools with SR2S programs. Teachers in each classroom or SR2S program volunteers can distribute the surveys. All K-8 graders at participating schools should receive a survey.

Parent Survey Form

This survey gathers information about factors that affect whether parents allow their children to walk or bicycle to school, the presence of safety-related conditions along routes to school, and other background information. Results help determine how to improve opportunities for children to walk or bicycle to school, and measure parental attitude changes as local SR2S programs occur. Surveys can be administered in three main ways: as a take-home survey, distributed as part of

parent-teacher conferences, or as part of homework assignments. Parents of all K-8 graders at participating schools should be asked to complete the survey. (One per household per school.)

Survey Forms must be sent to the National Center for Safe Routes to School using the cover page on Page 72. The cover page is available to download at: http://www.saferoutesinfo.org/resources/collateral/SRTS_Data_Entry_Cover_Sheet_combined.pdf

Infrastructure Progress Reports

Sponsors of infrastructure projects will keep construction diaries and report on the progress of the project to the ITD SR2S District contact. The sponsor will also provide details of the progress of the infrastructure project in the non-infrastructure Progress Report (0174) when reporting on the non-infrastructure activities.

Step 8: Project completion

Infrastructure

Upon written notification from the contractor of completion of the entire contract, the Sponsor will make an inspection. If all construction provided for and contemplated is found to be satisfactorily completed, that inspection shall constitute as the final inspection.

The Sponsor shall notify the Contractor in writing that the project is accepted. If, however, the inspection discloses any work, in whole or in part, as being unsatisfactory, the Sponsor will give the Contractor the necessary instruction for correction of same, and the Contractor shall immediately comply with and execute such instruction.

Upon correction of the work, another inspection will be made which shall constitute the final inspection, provided the work has been satisfactorily completed. In such event, the Sponsor will make the final acceptance and notify the Contractor in writing of this acceptance as of the date of final inspection.

Reimbursement requests

Contingencies are not allowed within this program. Any cost overruns would be the responsibility of the applicant. Indirect costs (including general administration and overhead, project administration, project development, construction inspection, operation and maintenance expenses, depreciation and use allowances, etc.) will not be reimbursed.

Funding recipients may choose to submit monthly or quarterly invoices to request reimbursement. Requests for reimbursements must be accompanied by verification of payment (copy of check or warrant) and a copy of an invoice. Payments will be made for incurred project expenses that occur following authorization to proceed only. Work performed by the applicant prior to receiving written authorization to proceed is not eligible for reimbursement.

Infrastructure The federal costs you claim are the amounts you will be reimbursed. Use **whole** dollars only for all amounts listed on the reimbursement claim. Reimbursement claims for **infrastructure** costs must be signed by the project Sponsor, and originals mailed to the **ITD District SR2S contact**.

Non-infrastructure The Sponsor shall submit all reports and reimbursement claims within 90 days of the State/Local Agreement's closing date. Extensions may be applied for in writing. ITD shall make a settlement for any upward or downward adjustments to the Federal share of costs after closeout reports are received.

Reimbursement claims for **non-infrastructure** costs must be signed by the project Sponsor, and originals mailed to the **State SR2S Coordinator**.

The Sponsor shall account for any real and personal property acquired with Federal funds or received from the Federal Government in accordance with 49 CFR 19.31 through 19.37.

Audit In the event a final audit has not been performed prior to the closeout of an award, ITD shall retain the right to recover an appropriate amount after fully considering the recommendations on disallowed costs resulting from the final audit. You must keep records of project expenditures and have them available for audit for three years after the final reimbursement has been submitted to the ITD, unless there is an action before the end of the three years, such as a federal audit or litigation. Financial irregularities identified as the result of an audit may necessitate repayment of federal funds.

Final Report A final quarterly report is due on the date specified in the State/Local Agreement. This report should recap the entire duration of the project and must address all of the goals and objectives outlined in the initial SR2S application.

REQUIRED CONTRACT DOCUMENTS

Special Provisions

Through its financial assistance programs, the U.S. Government is seeking to improve the status of disadvantaged and minority businesses and citizens. In general, the following requirements provide fairness to the disadvantaged groups in the areas of employment and contracting.

The sub-grantee agency, its subcontractors and/or suppliers cannot discriminate on the grounds of race, color, national origin, handicap, or gender in its services, programs or personnel transactions. The sub-grantee agency must therefore comply fully with the provisions of the Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, as amended (report outlining the agency's employment composition, goals accomplished and complaints of discrimination). They must also comply with 49 CFR Parts 21 and 27, and make reference to these mandates in all contracts or subcontracts.

All SR2S contracts shall provide evidence that they comply with the following:

- Civil Rights Special Provisions
- Buy America
- Non-Collusion Affidavit
- Tribal Employment Rights Ordinances Requirements
- Drug-Free Workplace Affidavit
- Title VI Inclusions

APPEAL PROCEDURES

Disputes/Disagreements

Any dispute, disagreement, or question of fact concerning your award/contract shall be decided by the ITD Highway Operations and Safety Engineer. The decision shall be in writing and shall be distributed to the parties concerned. A designated sub-contractor shall then proceed with the performance of the project with ITD's decision. If you disagree with the decision by the Highway Operations and Safety Engineer you may appeal to the Chief Engineer of ITD. The appeal must be made in writing within 30 days of the Highway Operations and Safety Engineer decision and served by certified mail.

The sub-awardee must first appeal to the Highway Operations and Safety Engineer and then to the Chief Engineer of ITD before taking further legal steps.

Non Compliance and Termination

The ITD will impose sanctions in the event of noncompliance or violation of any contract provision by the Sponsor and/or its subcontractor. Appropriate sanctions may include withholding of payments, suspension or termination of the grant in whole or in part. In the event of termination, ITD shall notify you within 30 days in advance of the effective date of termination. The Sponsor shall be paid only for those services satisfactorily performed and allowable prior to termination. The Sponsor may be required to return funds for any items purchased and not being used effectively to reach the goals of the grant.

CONTACT LIST

The following ITD contacts will be useful during the application process.

1. **The Safe Routes to School Coordinator** is the contact for all general questions about the Safe Routes to School program, application deadlines, state and local agreement, or project eligibility.

Josephine O'Connor
Idaho Transportation Department
PO Box 7129
Boise ID 83707-1129
JOConnor@itd.idaho.gov
208-334-4475 phone
208-334-4440 fax

2. ITD District SR2S and Environmental contact information:

District 1 (Boundary, Bonner, Kootenai, Benewah and Shoshone counties):
Gregory Brands, 600 W. Prairie, Coeur d'Alene, 83815, (208) 772-1254

District 2 (Latah, Nez Perce, Clearwater, Lewis, Idaho counties):
Ken Helm, 2600 N.&S. Highway, P.O. Box 837, Lewiston, 83501 (208) 799-4223

District 3 (Adams, Valley, Washington, Payette, Gem, Boise, Canyon, Ada, Elmore, and Owyhee counties):
Phil Choate, 8150 Chinden Blvd., P.O. Box 8028, Boise 83707 (208)334-8901

District 4 (Camas, Blaine, Gooding, Lincoln, Jerome, Minidoka, Twin Falls, and Cassia counties):
Devin Rigby, 216 S. Date St., P.O. Box 2-A, Shoshone, 83352 (208) 886-7823

District 5 (Bingham, Caribou, Power, Bannock, Oneida, Franklin and Bear Lake counties):
Mark Snyder, 5151 S. 5th, P.O. Box 4700, Pocatello, 83205 (208)239-3336

District 6 (Lemhi, Custer, Butte, Jefferson, Clark, Fremont, Madison, Teton and Bonneville counties):
Jeff Call, 206 N. Yellowstone Highway, P.O. Box 97, Rigby 83442 (208) 745-5310

Environmental questions:

Kim Just, ITD Environmental Planner, (208) 334-8478 or kim.just@itd.idaho.gov

Procurement procedures:

Randy Gill, ITD Headquarters, (208) 334-8591 or randy.gill@itd.idaho.gov

APPENDIX:
EXAMPLE DOCUMENTS

The following documents are for your reference only and will be provided by your local ITD District office or the Safe Routes to School Coordinator.

Instructions for SR2S Project Concept Report

[Return to SR2S Project Concept Report Form](#)

1. Indicate the type of SR2S improvements.
2. Right-of-Way for this project must be established before submitting a SR2S application. All projects require a title opinion or verification of ownership by the County Clerk/Recorder. Projects requiring the use of ITD right-of-way must obtain a Right-of Way Use Permit or waiver from their ITD District Office.
3. Map of project area must be included. Neighborhoods older than 50 years are considered to be of historical significance and may require additional levels of review.
4. Indicate appropriate standards that will apply to the proposed SR2S project; standards must meet minimum ISPWC standards.
5. Check all work elements that apply and include summary as necessary.
6. Check whether railroad right-of-way is impacted and if so, provide necessary agreements and/or site plans.
7. Prepare preliminary environmental evaluation (using ITD 0211, Alternative Environmental Checklist).
8. American with Disabilities Act (ADA) Requirements: Check applicable improvements in the project design and provide site plans indicating location and graphics in narrative.

Prepare a narrative describing your project: The Concept Report Narrative should be similar to Section 1 of the SR2S application (two pages double-spaced in 12-point Times New Roman font) and should address the following:

Problem, Purpose, and Need: Describe the problem, how it relates to transportation, and how SR2S funds can help you solve this problem.

Attached to the narrative include:

- **Vicinity Map** on 8.5" x 11.0" paper (state or county maps are not sufficient scale to support concept).
- **Photographs** of existing conditions to be remedied. Provide sufficient photos to illustrate your project, and place several on one page.
- **Summary** of environmental avoidance, minimization, or mitigation as listed on ITD 0211, Alternative Environmental Checklist).
- **Project schedule** demonstrating ability to complete the project within 2 years. (See SR2S application timeline.) Sponsors may provide their own schedule.

[Return to SR2S Project Concept Report](#)

Concept Approval

Idaho Transportation Department



Project Number			Key Number
Highway Route	Beginning Mile Post	Ending Mile Post	Federal Aid Route
Project Title			WA Number
Project Category <input type="checkbox"/> Simple <input type="checkbox"/> Complex			

Revisions or additions to these established project concept and design standards shall require appropriate supporting data and Idaho Transportation Department approval.

Recommended By (Local Sponsor)	Date
Recommended/Approved By (District Engineer)	Date
Reviewed By (Roadway Design Engineer)	Date
Approved By (Assistant Chief Engineer, Development)	Date
<input type="checkbox"/> Design Exception Approved by Committee	Date

Environmental Evaluation



Date	District	Route #	City/County
Project Name		Project #	Key #
Work Authority	Program Year	Termini (Mp To Mp)	
Acres of New Public R/W		Acres of New Private R/W	
Tribal Impact <input type="checkbox"/> Cultural <input type="checkbox"/> Archeological <input type="checkbox"/> Reservation <input type="checkbox"/> None		Public Interest Expected? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Air Quality <input type="checkbox"/> Attainment Area <input type="checkbox"/> Non-Attainment Area <input type="checkbox"/> CO <input type="checkbox"/> PM		Exempt Project <input type="checkbox"/> Yes <input type="checkbox"/> No	
Type One Project (i.e., New Location, Substantial Alignment Change, Addition of a Through-Traffic Lane)		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Construction Impacts Requiring Special Provisions (Enter Details on Reverse Side)		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Program Year ADT DHV % Trucks Posted Speed		Design Year ADT DHV % Trucks Posted Speed	
Distance of Nearest Noise Receptor to Centerline Existing Proposed			

Project Purpose and Benefits

Double mark (xx) only the item that best describes the Primary Reason for Proposing this Project

Single mark (x) all Other Relevant Items

- | | |
|--|--|
| <input type="checkbox"/> Maintain/Improve User Operating Conditions | <input type="checkbox"/> Enhance Accessibility for the Disabled/Safety |
| <input type="checkbox"/> Maintain/Improve Traffic Flow | <input type="checkbox"/> Enhance Pedestrian Safety and/or Capacity |
| <input type="checkbox"/> Time Savings | <input type="checkbox"/> Enhance Bicycle Safety and/or Capacity |
| <input type="checkbox"/> Increase Capacity | <input type="checkbox"/> Traffic Composition Enhancement (e.g., Truck Route, HOV Lane, Climbing Lane) |
| <input type="checkbox"/> Reduce Congestion | <input type="checkbox"/> Visual/Cultural Enhancement (e.g., Landscaping, Historic Preservation) |
| <input type="checkbox"/> Reduce Hazard(s) | <input type="checkbox"/> Environmental Enhancement (e.g., Air Quality, Noise Attenuation, Water Quality) |
| <input type="checkbox"/> Reduce Highway User Operating Costs | <input type="checkbox"/> Economic Prudence (e.g., Repair Less Expensive than Replacement, B/C Ratio) |
| <input type="checkbox"/> Other, List (e.g., Driver Convenience and Comfort regarding Rest Area Projects) | |

Check Any of the Following That Require Avoidance, Minimization, or Discussion (If Yes, describe in the Environmental Document or CE)

- | | Yes | No | | Yes | No |
|---|--------------------------|--------------------------|--|--------------------------|--------------------------|
| 1. Noise Criteria Impacts* | <input type="checkbox"/> | <input type="checkbox"/> | 17. Threatened/Endangered Species* | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Change in Access or Access Control | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Listed <input type="checkbox"/> Proposed | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Change in Travel Patterns | <input type="checkbox"/> | <input type="checkbox"/> | 18. Air Quality Impacts | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Neighborhood or Service Impacts | <input type="checkbox"/> | <input type="checkbox"/> | 19. Inconsistent With Air Quality Plan | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Economic Disruption | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> SIP <input type="checkbox"/> TIP | | |
| 6. Inconsistent W/Local or State Planning | <input type="checkbox"/> | <input type="checkbox"/> | 20. Stream Alteration/Encroachment** | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Minorities, Low Income Populations | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> IWDR <input type="checkbox"/> F&G <input type="checkbox"/> COE (404) | | |
| 8. Displacements* | <input type="checkbox"/> | <input type="checkbox"/> | 21. Flood Plain Encroachment* | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Section 4(f) Lands-DOT Act 1966*
(i.e., Public Parks/Rec Areas/Trails,
Wildlife/Waterfowl Refuges, Wild or
Scenic Rivers, Historic Sites/Bridges,
Archaeological Resources | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Longitudinal <input type="checkbox"/> Traverse | | |
| 10. LWCF Recreation Areas/6(f) Lands* | <input type="checkbox"/> | <input type="checkbox"/> | 22. Regulatory Floodway | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Section 106-Nat. Hist. Preserv. Act* | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> PE Cert. & FEMA Approval <input type="checkbox"/> Revision | | |
| 12. FAA Airspace Intrusion** | <input type="checkbox"/> | <input type="checkbox"/> | 23. Navigable Waters** | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Visual Impacts | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> CG (Sec 9) <input type="checkbox"/> COE (Sec 10) <input type="checkbox"/> Dept. Lands | | |
| 14. Prime Farmland*, Parcel Splits | <input type="checkbox"/> | <input type="checkbox"/> | 24. Wetlands* | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Known/Suspected "Hazmat" Risks | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Jurisdictional** (404) <input type="checkbox"/> Non-Jurisdictional | | |
| 16. Wildlife/Fish Resources/Habitat** | <input type="checkbox"/> | <input type="checkbox"/> | 25. Sole Source Aquifer | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | <input type="checkbox"/> Exempt Project <input type="checkbox"/> Non-Exempt** | | |
| | | | 26. Water Quality, Runoff Impacts | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | 27. NPDES-General Permit | <input type="checkbox"/> | <input type="checkbox"/> |

(If no, complete sediment-erosion control plan)

*If yes to these items, supplemental reports or documentation are required (e.g., Relocation Report; Wetlands Determination/Finding; Fish and Wildlife Species List Update; SCS Form AD-1006, *Biological Assessment*, etc.)

**If yes to these items, a letter of input is required from the appropriate agency.

Recommendation

<input type="checkbox"/> A. The project does not individually or cumulatively have a significant adverse effect on the human environment (Categorical Exclusion) <input type="checkbox"/> 23 CFR 771.117(c), i.e., Special and Programmatic <input type="checkbox"/> 23 CFR 771.117(d), i.e., FHWA Approval
<input type="checkbox"/> B. There is insufficient information to support A above or no precedent exists. (Environmental Assessment)
<input type="checkbox"/> C. The project will result in a significant effect on the human environment. (Environmental Impact Statement)

Prepared By (Consultant, District Environmental Planner, or LHTAC Signature*)	Date
Reviewed By (District Environmental Planner, Project Development Engineer, or LHTAC Signature*)	Date

***One Signature by a Planner and one by Engineer or Consultant**

Construction Impacts Requiring Special Provisions

Project Description (if not attached)



Key Number	Project Number	Project Title	
District	County	Township/Range/Section	
Clearance Authorized Without Survey <input type="checkbox"/> PA <input type="checkbox"/> ER <input type="checkbox"/> Review		Field Notes	

Determination of Eligibility

	Site Numbers	Comments
<input type="checkbox"/> No Sites		
<input type="checkbox"/> Not Eligible		
<input type="checkbox"/> Eligible		

Determination of Effect

	Rationale	Sites/Comments
<input type="checkbox"/> No Historic Properties Affected	<input type="checkbox"/> They are outside the project area	
	<input type="checkbox"/> They are outside impact zones	
	<input type="checkbox"/> Final project plans will avoid them	
	<input type="checkbox"/> NR character will not be changed	
<input type="checkbox"/> No Adverse Effect to Historic Properties		Sites will be affected (See Comments section below or attached explanation)
<input type="checkbox"/> Adverse Effect to Historic Properties		Sites will be affected (See Comments section below or attached explanation)
Comments:		
<input type="checkbox"/> Project will be monitored during construction due to the potential for cultural resources		
Highway Archeologist's Signature		Date

SHPO or THPO 106 Comment: I have reviewed the documentation and recommendations provided by ITD and

<input type="checkbox"/> I agree with the above determination of eligibility and effect and with the conditions of compliance.	
<input type="checkbox"/> I agree with the above determinations of eligibility and effect given stipulations explained below or in the attached letter.	
<input type="checkbox"/> I disagree with the above determinations of eligibility and effect as explained below or in the attached letter.	
State or Tribal Historic Preservation Officer's Signature	Date

Determination Of Significance And Effect

Idaho Transportation Department – State or Tribal Historic Preservation Office



SHPO or THPO 4(f) *De minimis* Comment (applies only when a determination of effect results in a *No Historic Properties Affected* or *No Adverse Effect* determination under Section 106):

De minimis impacts related to historic sites are defined as the determination of either “no adverse effect” or “no historic properties affected” in compliance with Section 106 of the National Historic Preservation Act (NHPA).

☐

I understand that the FHWA Division Administrator or FTA Regional Administrator may make a *de minimis* impact finding for one or more Section 4(f) resources based on Section 106 findings in this document.

State or Tribal Historic Preservation Officer's Signature

Date

Hazardous Material (HM) Administrative Review

Complete all sections. Attach additional sheets and/or maps as needed to provide information pertinent to the proposed project.

Project Number	Key Number	District
Project Name/Location		

Mark features involved in this project

<input type="checkbox"/> New R/W	<input type="checkbox"/> Subsurface utility relocation
<input type="checkbox"/> Excavation	<input type="checkbox"/> Structures (buildings, bridges, etc.)
<input type="checkbox"/> Railroad involvement	<input type="checkbox"/> Other (list):

Contacts (*Contact each of the following and provide information below*)

	Contact Name	Date	Summary
EPA			
DEQ			
Health Dept.			

Review of Published Lists (*Review all lists. Check off as they are reviewed and note findings in right hand column*)

<input type="checkbox"/> NPL	
<input type="checkbox"/> CERCLIS	
<input type="checkbox"/> CERCLIS/NFRAP	
<input type="checkbox"/> RCRA Corrective Actions	
<input type="checkbox"/> RCRA TSD	
<input type="checkbox"/> RCRA Generators	
<input type="checkbox"/> ERNS	
<input type="checkbox"/> SWLF	
<input type="checkbox"/> LUST	
<input type="checkbox"/> UST	

Windshield Survey (*List and comment on suspect land uses/operations identified.*)

Person(s) Performing Survey	Survey Date
Results	

HM conclusion (*No evidence or low probability of encountering HM; evidence of probable HM (Phase I), warrants more detailed assessment/sampling/testing (Phase II); site will be avoided without further analysis, etc.*)

--

HM Review Conducted By (Print Name)	Company
Signature	Date

NPDES Storm Water Permit Project Checklist For Construction*



Project Number	Key Number	Work Authority
Location		

An NPDES Storm Water Discharge Permit is required for this project only if the answers to both questions below are yes.

Will there be 1 acre of ground disturbance on the project? (To determine the total acreage of ground that will be disturbed, use the Ground Disturbing Activities Checklist below to calculate the total acreage of disturbance on the project.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the project discharge storm water to waters of the U.S.? (See the reverse side for Definition of Waters of the U.S.)	<input type="checkbox"/> Yes <input type="checkbox"/> No

If the answer to the second question is no, provide a written explanation in the Comments section on the reverse side of this form as to why there will be no discharge.

(If the project does not discharge off-site to waters of the U.S., an NPDES Storm Water Discharge Permit is not required.)

Ground Disturbing Activities Checklist		<u>Area Disturbed</u>
Clearing	This includes areas of vegetative removal, topsoil removal, (see Definition of Soil on reverse side), sideslope grading, shoulder construction, and fence installation, removal, or replacement.	_____
Grubbing	This includes both hand- and machine-removed vegetative materials such as roots and root balls.	_____
Grading	All areas disturbed by grading must be included.	_____
Excavation	Excavated areas are figured on the surface area of disturbance, including that disturbed by heavy equipment working in the area.	_____
Total Area		_____

*Construction does not include maintenance activities, such as ditch cleaning, shoulder reshaping, etc., unless there is new construction included as part of the maintenance project.

SAMPLE
CATEGORICAL EXCLUSION LETTER

[Local Agency/Lead Organization Letterhead]

[Date]

Idaho Transportation Department
District Engineer [name]
[Address]

RE: Safe Route To School Project [number and / or description]

Dear Mr/Ms [name];

The [agency/organization name] would like to request that you qualify the NEPA category of action of the non-infrastructure activities of the [name] SR2S project.

The project files have been reviewed by _____ and it was determined that the activities planned are in a category of actions which do not individually or cumulatively have a significant effect on the human environment, and that neither an environmental assessment nor an environmental impact statement is required.

As acting official of [Local Agency/Lead Organization], I hereby request that you certify the project as a Categorical Exclusion.

Sincerely,

[name/title]

Local Public Agency's Certificate Of Completion Of Right-Of-Way Activities



Local Public Agency	Project No.	
Project Name		Key No.

PART A

The proposed construction project did not require the acquisition of additional real property rights.

- ☐ Check here if Part A pertains, then skip to Part C below and complete date and signature area of form.
(If Part A is not applicable, please complete Parts B and C below.)

PART B

The proposed construction project required the acquisition of additional real property rights. There were _____ ownerships involved and _____ relocations of persons as a result of said acquisitions.

I hereby certify that all acquisitions and relocations, if any, were performed in accordance with our assurances to comply with state and federal laws and regulations related to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and amendments thereto.

It is further certified that in all cases where the real property rights were obtained through donation, that the property owner(s) was fully informed of the right to receive just compensation and the owner has released our agency from its obligation to appraise the property in the event that the estimated value may exceed \$2,500.00.

PART C

- ☐ Check here if there is no utility involvement on this project.
- ☐ Check here if arrangements have been made to coordinate the relocation of any/all utility facilities.

Date	Agency
Attest (Clerk or Secretary)	Chairman's, President's or Mayor's Signature

STATE/LOCAL AGREEMENT SAFE ROUTES TO SCHOOL

PARTIES

THIS AGREEMENT is made and entered into this _____ day of _____, _____, by and between the IDAHO TRANSPORTATION DEPARTMENT, hereafter called the State and the >, acting by and through its >, hereafter called the Sponsor.

PURPOSE

The Sponsor has requested funding under the Safe Routes to School Program to provide educational opportunities and encourage activities targeting parents and children, and to provide improvements to infrastructure as detailed in the project Application. A copy of the project Application is attached as Exhibit A. The purpose of this Agreement is to set out the terms and conditions necessary to obtain Federal-aid participation in the work.

NOTE: Local Agencies should refer to the SR2S Project Development Manual for information regarding administration of the Safe Routes to School projects.

Authority for this Agreement is established by Section 40-317 of the Idaho Code.

A. NON-INFRASTRUCTURE ACTIVITIES

1. The total funds available for non-infrastructure activities identified in Exhibit A is \$>.
2. The State's contact for non-infrastructure activities is as follows:

Jo O'Connor
Safe Routes to School Coordinator
Office of Highway Operations and Safety
Idaho Transportation Department
PO Box 7129,
Boise ID 83707-1129
Telephone: 208-334-4475
Fax: 208-334-4440
e-mail: Jo.O'Connor@itd.idaho.gov

3. The State, through its Safe Routes to School Coordinator, will provide guidance and support to the Sponsor in development of the non-infrastructure portion of this project.

4. Upon receipt of appropriate documentation showing expenditure of funds for this project, the State will reimburse the Sponsor up to the Federal-aid maximum identified in Paragraph A.1. above.
5. The Sponsor will develop the non-infrastructure activities as detailed in Exhibit A.
6. The Sponsor will make timely payment of all invoices and provide to the State, along with the quarterly report, allowable invoices and receipts showing payment of same. The State will reimburse the Sponsor for eligible expenses, up to the Federal-aid maximum identified in Paragraph A.1. above. The Sponsor shall be responsible for all costs of the project that exceed the Federal-aid maximum.
7. The Sponsor will submit quarterly reports to the Safe Routes to School Coordinator, on a form provided by the State. Upon completion of the project, the Sponsor will provide written notification of completion of the project, and the final quarterly report. The deadline for completion of the work is August 31, 2008. The final quarterly report and invoice shall be received by the **State** no later than October 31, 2008.

B. INFRASTRUCTURE ACTIVITIES

1. The total funds available for infrastructure activities identified in Exhibit A is \$>.
2. The deadline for completion of all infrastructure activities is >.
3. Contact information for infrastructure activities is a follows:

District SR2S Contact>

Sponsor Contact>

THE SPONSOR SHALL:

4. At its own cost, provide for the design of the project. Projects shall be designed to an approved standard following guidelines contained in the SR2S Project Development Manual.
5. Advertise and award a contract following the bidding procedures outlined in the SR2S Project Development Manual.
6. During construction of the project the Sponsor shall secure the services of a WAQTC certified individual qualified to provide inspection services, inspection diaries, and support to the State Resident Engineer in the administration of the contract on this project. The Sponsor shall prepare all monthly and final contract estimates and change orders, and submit to the State for their approval. During the life of the construction contract, prior approval of the State will be obtained if it is necessary to deviate from the